



DEPARTMENT OF THE NAVY  
Commander, U.S. Naval Forces, Japan  
Human Resources Office - Yokosuka  
PSC 472, Box 22  
FPO AP 96349-0022

27 June 2003

From: Chief Labor/Employee Relations and Services Division,  
Human Resources Office, COMNAVFORJAPAN  
To: Distribution

Subj: THRIFT SAVINGS PLAN (TSP) CATCH-UP CONTRIBUTION ELECTIONS  
NOTICE

Encls: (1) HRSC Benefits Bulletin No.2003-3

1. The Defense Finance and Accounting Service (DFAS) payroll system is expected to be ready to process TSP Catch-up contribution elections by 07 September 2003.
2. Enclosure (1) provides general information regarding the TSP Catch-Up.
3. Federal overseas employees may inquire with the Human Resources Service Center (HRSC) Hawaii by following the steps below:

**Overseas employees must use the DSN service to connect to The Benefits Line by dialing the DSN number to Randolph AFB, 487-1110; an operator will answer. Once the RAFB operator answers, the employee should indicate that they want to make an "official off net call". The employee must provide The Benefits Line number, 888-320-2917.**

4. If you have any questions contact Pat Mareham, Human Resources Specialist (Employee Relations) at HRO Yokosuka Japan at 243-8198 or [Mareham.Patricia@CNFJ.NAVY.MIL](mailto:Mareham.Patricia@CNFJ.NAVY.MIL).
5. Please ensure widest dissemination to all serviced Federal employees.

ROBERT B. NOLAN

Distribution:

AEGIS  
CNFJ YOKOSUKA  
COMFLEACT CHINHAE

ATG WESTPAC  
COMFLEACT  
CNFK

COMSC FE  
DSA NEW DELHI  
MDAO TOKYO  
NAVHOSPITAL  
NCTS FE  
ONRIFO ASIA TOKYO  
ODC CANBERRA  
PWC  
USFJ CNO  
SRF

FISC  
DECA YOKOSUKA  
JUSMAG THAILAND  
NAVDENCLINIC FE  
NAVPACMETFAC  
NLSO  
PSA PACIFIC  
SPAWAR  
OICC FE

Copy to:

HRO Atsugi Satellite Office  
HRO Misawa Support Office  
HRO Sasebo Satellite Office  
HRO Yokota Support Office



**Department of the Navy  
Human Resources Service Center  
Benefits Bulletin No. 2003-3**

**THRIFT SAVINGS PLAN  
CATCH-UP CONTRIBUTION  
ELECTIONS - NOTICE**

The President signed Public Law 107-304, which permits eligible Thrift Savings Plan (TSP) participants who are age 50 or older to make tax deferred "catch-up" contributions from their basic pay to their TSP accounts. These contributions are a supplement to the participant's regular employee contributions and do not count against either the statutory contribution percentage limitations or the Internal Revenue Code's elective deferral limit. However, the catch-up contributions have their own annual limit and eligibility criteria. The annual TSP Catch-up contribution limit is \$2000 in 2003; \$3000 in 2004; and \$4000 in 2005. In 2006 and thereafter, this amount will be subject to increases to reflect inflation.

**ELIGIBILITY CRITERIA FOR PARTICIPATION IN THE TSP CATCH-UP CONTRIBUTIONS**

Catch-up contributions are made by payroll deductions. To be eligible to make contributions, TSP participants must:

- Be in a **pay status**.
- Be contributing either the **maximum** TSP contribution percentage or an amount which will result in his or her reaching the elective deferral limit by the end of the relevant year.
- Be at least **50 years old** in the year the catch-up contributions are made (even if the participant's birthday is December 31 of that year).

Employees who are within the 6-month non-contribution period following receipt of a financial hardship in-service withdrawal are not eligible to make contributions.

**IMPORTANT INFORMATION CONCERNING THE TSP CATCH-UP CONTRIBUTIONS**

Catch-up contribution elections are not subject to the open season rules, and more than one election may be made in any given year (so long as the annual catch-up limit is not exceeded). Furthermore, Catch-up contributions are not eligible for matching contributions. There is no Agency Automatic (1%) Contributions associated with catch-up contributions. Also, your Catch-up contributions will be invested in your account based on the most current contribution allocation on file with the TSP Board.

Catch-up contribution elections are made based on a requested whole dollar amount. Contributions will be deducted from the participant's basic pay each pay period until: (1) the annual catch-up limit is reached; or (2) the calendar year ends; or (3) the participant elects to stop the contribution. **Employees must make a new election each year because the annual limit changes.**

**WHEN CAN YOU MAKE YOUR TSP CATCH-UP CONTRIBUTION ELECTION?**

Currently the Defense Finance and Accounting Service (DFAS) payroll system is expected to be ready to process TSP Catch-up contribution elections 7 September 2003. The automated benefits system will be available prior to 7 September so that an employee can make their TSP Catch-up contribution elections. Civilian employees who meet the eligibility criteria and want to make a TSP Catch-up election must do so by using one of the automated benefit applications (web or telephone). As the automated benefit applications are updated, more information will be forthcoming on how to make a TSP Catch-up contribution election. If you need to speak with a benefits specialist, please dial **1-888-320-2917**. Press 2 to go to a counselor, then listen for the option to go to your servicing Human Resources Service Center (HRSC).